



Document Certification Services

**Published by
Matt Blunt
Secretary of State
State of Missouri**



OFFICE OF THE SECRETARY OF STATE
STATE OF MISSOURI
JEFFERSON CITY 65101

MATT BLUNT
SECRETARY OF STATE

COMMISSIONS OFFICE
(573) 751-2783

Dear Fellow Missourians:

As your Secretary of State, I am committed to improving the many diverse services our office provides to people in every region of our state. Certifying and authenticating official documents is one of our most requested services, and I am pleased to present this informative booklet for your review.

The Missouri Constitution designates the Secretary of State as the keeper of the Great Seal of the State of Missouri. Certain official documents must be authenticated by affixing the Great Seal of Missouri along with the signature of the Secretary of State. Each year, the Commissions Division of my office issues between 5,000 and 10,000 certificates for official documents for recognition by other states and foreign countries. Apostilles are also provided upon request.

I am also charged with appointing and commissioning notaries public. This responsibility allows me to issue Certificates of Authority for notaries under my seal of office.

It is an honor to serve the people of Missouri, and I hope you will find this booklet helpful. Please call or write our offices in Jefferson City, St. Louis, Kansas City or Springfield, if you have questions or if we may be of service to you.

Sincerely,

A handwritten signature in black ink that reads "Matt Blunt". The signature is written in a cursive style with a large, stylized "M" and "B".

Matt Blunt
Secretary of State

Requests for Certification of Documents

Requests for these services should be made in writing to the Commissions Office and should include the name of the country where these documents will be forwarded.

Mail documents to:	Commissions Office	Express mail: Commissions Office
	Secretary of State's Office	Secretary of State's Office
	PO Box 784	600 W. Main St., Room 367
	Jefferson City, MO 65102-0784	Jefferson City, MO 65101

Documents received in the mail are given same-day or next-day service.

Walk-in customers can receive same-day processing. The hours for walk-in service are 8 a.m. to 5 p.m..

The office location is: Commissions Office
James C. Kirkpatrick
State Information Center
600 W. Main St., Room 367
Jefferson City, MO 65101

This service can also be provided by our branch offices located at:

111 N. Seventh St.	615 E. 13th St.,
Room 225	Room 513
St. Louis, MO 63101	Kansas City, MO 64106
(314) 340-7490	(816) 889-2925

149 Park Central Sq.
Suite 1020
Springfield, MO 65806
(417) 895-6330

Fees

The fee allowed by law (RSMo Chapter 28) is \$10 for countersigning and sealing certificates of official character.

New legislation regarding adoptions—The Legislature passed SCS SB 1258—This act limits the state's allowable fee for processing certain adoption documents to \$100 per child per adoption, or per multiple children adopted at the same time. This bill went into effect on August 28, 2002.

The Secretary of State's Office accepts checks and money orders (made payable to Director of Revenue) and MasterCard/Visa. For MasterCard/Visa, the following must be included in a cover letter accompanying the documents: your name exactly as it appears on the credit card, credit card number, expiration date and approval for the office to charge the account. Documents sent by special delivery using a credit card number must include a completed air bill.

Sample Notarial Certificates

Sample Individual Acknowledgment

State of ____ (1) ____
County of ____ (2) ____ (ss)

On this ____ (3) ____ day of ____ (4) ____ in the year ____ (5) ____, before me, the undersigned notary public, personally appeared ____ (6) ____, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/they executed the same for the purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

(10)

(9)

Notary Public

(11)

Sample Jurat

State of ____ (1) ____
County of ____ (2) ____

Subscribed and sworn to before me this ____ (3) ____ day of ____ (4) ____ in the year ____ (5) ____.

(10)

(9)

Notary Public

(11)

Sample Certification of Facsimile

State of ____ (1) ____
County (and/or City) of ____ (2) ____

I, ____ (7) ____ (name of notary), a Notary Public in and for said state, do certify that on ____ (3, 4, 5) ____ I carefully compared the attached facsimile of ____ (8) ____ and the facsimile I now hold in my possession.

They are complete, full, true and exact facsimiles of the document they purport to reproduce.

(10)

(9)

Notary Public

(11)

Instructions for completing sample notarial certificates

1. Name of the state in which the notary certificate is being completed.
2. Name of the county in which the notary certificate is being completed.
3. The date the notary certificate is being completed by the notary.
4. The name of the month the notary certificate is being completed.
5. The year the notary certificate is being completed.
6. The name(s) of the person(s) who signed the document and whose signature you are acknowledging.
7. Your official name style as a notary public.
8. The name of the document you are notarizing (usually found at the top of the page you are notarizing, or the first of multiple pages).
9. Your official signature as a notary public.
10. Impress your notary engraved embosser seal or black inked rubber stamp seal here.
11. Affix your rubber stamp here, or type/print the information required by law concerning your notary commission.

The notary certificate is required on every document that must be notarized. Without the certificate, the Secretary of State's Office will not be able to attach a certificate of authority. Notaries must sign the document exactly as they were commissioned by the Secretary of State's Office. They must affix either an embossed seal or a black inked rubber stamp seal with the following wording:

- A. The notary's name exactly as it appears on the notary certificate from the Secretary of State's Office;
- B. The words "Notary Public", "Notary Seal" and "State of Missouri".
- C. If the notary seal does not contain the notary's county of commission, or the notary's expiration date, this information must be printed below the notary's signature on the document.

THE NOTARY MUST RECORD EACH NOTARIZATION IN THEIR NOTARY JOURNAL.

The notary is allowed by law to charge a fee of \$2.00 for each signature notarized and **RECORDED IN THEIR NOTARY JOURNAL**. A fee of \$1.00 is allowed for all other notary acts. Notaries are not required to charge a fee. Notaries may not charge for notarizing absentee voter registration cards or absentee ballots.

**Birth Certificates and
Death Certificates
Marriage Licenses and
Divorce Decrees**

MISSOURI birth certificates, death certificates, marriage licenses or divorce decrees should be certified by the issuing agency. Birth and death certificates should be obtained from the Missouri Department of Health and Senior Services, Bureau of Vital Records, 930 Wildwood, PO Box 570, Jefferson City, MO 65102-0570. There is a fee charged by Vital Records for these copies. Vital Records will issue a certified copy of these MISSOURI records and we will authenticate this certified copy. An application to request birth or death records is provided at the back of this booklet. Marriage licenses and divorce decrees can sometimes be obtained from the county recorder of deeds offices where they have been recorded for public record. In this case the recorder of deeds will issue and sign the copy of the original document. (A sample document is on page 8.) We will then authenticate the official act of the recorder of deeds. (Two exceptions: the St. Louis County Recorder of Deeds and the Jackson County Recorder of Deeds must have his/her signature notarized.)

Apostilles

Apostilles are issued by our office for all documents going to countries who are members of the 1961 Hague Convention. The Convention provides for a simplified certificate for public documents to be used in the countries which have joined the Convention. With only an Apostille, the document is entitled to recognition in the country of its intended use. The Apostille **MUST BE REQUESTED** for documents going to the member countries. Our office has a reference list of these countries.

CAUTION: Some documents cannot be reproduced and cannot be certified by Missouri Notaries Public. Missouri notaries do not have authority to certify documents from other states and countries.

School Documents

Documents issued by educational institutions for foreign students are also certified by our office.

The face of a diploma should not be altered by the registrar or notary.

The registrar or other authority of the school must sign a statement, which is typed on the BACK of the diploma or transcript. The wording in this statement says that the diploma or transcript is either the original record issued by the school or a copy of the original document issued by the school and the date it was issued.

The signature of the school official is witnessed by a notary public. The notary states that he/she saw the school official sign the document. Jurats for this purpose are shown on page 2 of this booklet.

If the school does not issue a diploma for foreign students, a notarized letter from the registrar or other school authority must be given to the student. This letter must state that the student has completed the requirements for graduation from that school, but the school does not issue diplomas for foreign students. This letter is notarized in the same manner as other notarized school documents. A sample document is on page 7.

Special Handling and Mailing

The secretary of state's office is pleased to forward documents directly to a third party if a stamped addressed envelope to the third party is enclosed with the letter of request. If the third party is a consulate or embassy for the country requiring the documents, it is practical to include a letter of instruction to them with their fees.

We will also return or forward documents by overnight mail if a prepaid self addressed mailer is enclosed with the letter of request.

Foreign Language Documents

Notarizing a foreign language document is not illegal. CAUTION should be used as the notary is dependent upon the signer to explain the contents. The notarization could invalidate the document since the document might contain specific instructions to the notary as to placement of the notary seal. You may be perceived by your foreign constituent as doing more than merely witnessing signatures.

You may want to suggest to your constituent to find a notary who speaks the language. Most large cities have ethnic neighborhoods where bilingual notaries can be found. A college or university is another source for bilingual people. Perhaps the document could be translated and you could notarize the English translation.

Many countries have foreign consulate offices. The offices can be found in the yellow pages of a phone book. One of the consulate's duties is to notarize documents destined for the home country. Most of these officials have the same powers as notaries public.

If you are requested to notarize a document in another language, you will want to note this in our journal. You may want to complete an English language notary certificate with an English certificate, you will know what you have notarized because this can be stated in your certificate.

Need Additional Information

Please call (573) 751-4756 or 751-2783 if you need any additional information or have any questions regarding certification of documents.

NOTE: Missouri notaries cannot certify any birth certificates, death certificates, divorce decrees or marriage licenses. These documents must be obtained from and certified by the issuing agencies or recorder of deeds.

MISSOURI MILITARY ACADEMY

front



This Certifies that

Alejandro Cadena Vazquez

*having completed satisfactorily the Course of Study prescribed by the Board of Trustees
is hereby declared to be a*

Graduate of the Missouri Military Academy

Therefore, by the Authority vested in us by the State of Missouri, this

Diploma

*is awarded him at Mexico, Missouri, on this the twenty-seventh day of May, 1990
and the 214th year of the Independence of the United States.*

*In Testimony Whereof our signatures and the Corporate Seal of the Academy
are hereunto affixed.*

Robert H. Sappington
Commandant

Randolph Kelly
Executive Officer

Charles Stribling III
Academic Dean

Charles Stribling III
President

I, Charles Stribling III, President, certify that this is a copy of an original diploma presented to Alejandro Cadena Vazquez on May 27, 1990.

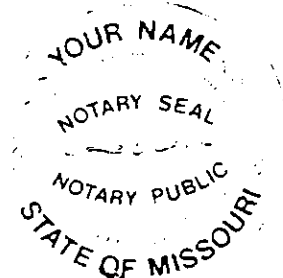
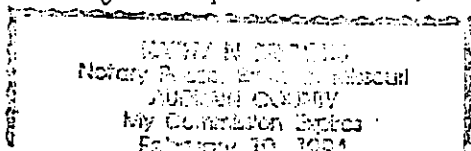
Charles Stribling III
Signature

back

State of Missouri, County of Audrain. On this 21st day of August in the year 1990 before me, Kathy N. Brooks, a Notary Public in and for said state, personally appeared Charles Stribling III, known to me to be the person who executed the within copy of a diploma and acknowledged to me that he executed the same for the purposes therein stated.

Kathy N. Brooks

My commission expires Feb. 10, 1994.



FRONT



Perry

Perryville

This license authorizes any clergyman, either active or retired, who is in good standing with any church or synagogue in this state, or any judge of a court of record in this state, or any religious society, religious institution, or religious organization of this state, when proceeding according to the regulations and customs of the society, institution, or organization, and when either of the herein-after named parties is a member of such society, institution, or organization, to solemnize marriage between

William Kendall Delabar

of Affton

in the County of St. Louis and State of Missouri

who is of the age of 37 years, and Sally Jo Wingerter

of St. Louis, in the County of St. Louis

and State of Missouri who is of the age of 33 years.

I, _____, Witness my hand and official seal as Recorder of Deeds of Perry
County, Missouri, this 23rd day of February, 1994.

By Susan Waters

DEPUTY

Donna Guemmer

CIRCUIT CLERK AND EX-OFFICIO RECORDER OF DEEDS

* If this form is under 16 or the amount under 16, add the following: "I, _____, father, mother, or legal guardian, of the said _____, a minor, have given consent to the said marriage." If both parties are minors, the statement shall be repeated on each one.

RETURN OF PERSON SOLEMNIZING MARRIAGE

STATE OF MISSOURI, ss.

COUNTY OF Perry

This is to certify that the undersigned
ROMAIN G. MORALES did at St. Vincent de Paul Church at
Perryville in said County on the 26th day of February, 1994
solemnize marriage the above named persons, and I further certify that I am legally qualified under the laws of the State of
Missouri to solemnize marriage.

By Bryan A. Anderson

SIGNATURE

Nancy W. Waters

SIGNATURE

Romain G. Morales, M.

SIGNATURE

Romain Catholic Priest

OFFICIAL TITLE

STATE OF MISSOURI, ss.

County of Perry

I, Donna Guemmer

Circuit Clerk & Ex-Officio Recorder of Deeds within and for the County of Perry

aforesaid, do hereby certify that the above and foregoing is a full, true and complete copy of the above
Marriage License as the same appears of record in my office.

IN TESTIMONY WHEREOF, I herunto set my hand and affix the seal of

said office, at Perryville, Missouri,

this 1st day of March, A.D., 1994

Donna Guemmer

Circuit Clerk & Ex-Officio Recorder of Deeds.

By Susan Waters

Deputy.

BACK



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF VITAL RECORDS

P.O. BOX 570
JEFFERSON CITY, MISSOURI 65102-0570

APPLICATION FOR COPY OF BIRTH OR DEATH CERTIFICATION

Certified Copy - \$10.00 for each five-year search of the files (year requested, two years before and two years after).

Additional copies are **\$10.00** each.

FEE MUST ACCOMPANY APPLICATION

Check or Money Order payable to MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES.

Statewide recording of birth and death records began January 1, 1910

TYPE OR PRINT ALL ITEMS EXCEPT SIGNATURES

BIRTH _____ (Quantity)			DEATH _____ (Quantity)		
NAME ON CERTIFICATE (FIRST) (MIDDLE) (LAST)			NAME ON CERTIFICATE (FIRST) (MIDDLE) (LAST)		
ALSO KNOWN AS (INDICATE IF BIRTH COULD BE RECORDED UNDER ANOTHER NAME)			PLACE OF DEATH (CITY) (COUNTY)		SEX
DATE OF BIRTH (MONTH) (DAY) (YEAR)			DATE OF DEATH (MONTH) (DAY) (YEAR)		RACE
PLACE OF BIRTH (CITY) (COUNTY) STATE			DATE OF BIRTH		AGE SS# (IF KNOWN)
HOSPITAL	SEX	RACE	SPOUSE'S NAME (FIRST) (MIDDLE) (LAST)		
FATHER'S NAME (FIRST) (MIDDLE) (LAST)			FATHER'S NAME (FIRST) (MIDDLE) (LAST)		
MOTHER'S NAME (FIRST) (MIDDLE) (MAIDEN)			MOTHER'S NAME (FIRST) (MIDDLE) (MAIDEN)		

*Certified copies are computer generated and are valid for all legal purposes.

Legal Amendment Fee - \$10.00. A filing fee is required to process adoptions, court orders and filing delayed certificates.

The fee does **NOT** include a certified copy.

If the record is not found, a no record statement will be issued and fees will be retained for search of the files.

Fees are retained and valid for one year from date received by this office.

YOUR SIGNATURE		DAY TIME PHONE ()	
ADDRESS (STREET OR P.O. BOX) (CITY)		(STATE) (ZIP)	
PURPOSE FOR WHICH CERTIFIED COPY IS TO BE USED			
YOUR RELATIONSHIP TO PERSON NAMED ON CERTIFICATE (SELF, MOTHER, SPOUSE, ETC.) (IF LEGAL GUARDIAN, MUST PROVIDE GUARDIANSHIP PAPERS)			
IF LEGAL REPRESENTATIVE – INDICATE LEGAL RELATIONSHIP			

WARNING: False application for a certified copy of a vital record is a felony punishable by a fine up to \$5,000, five years in prison, or both (RSMo 193.315)



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF VITAL RECORDS

**APPLICATION FOR SEARCH OF
MARRIAGE AND DIVORCE INDEXES**

P.O. BOX 570
JEFFERSON CITY, MISSOURI 65102-0570

MARRIAGE _____

(Quantity)

Statewide Recording Began July 1, 1948

FULL NAME OF GROOM (FIRST) (MIDDLE) (LAST)

FULL NAME OF BRIDE (FIRST) (MIDDLE) (MAIDEN)

PREVIOUS **MARRIED** NAME

LICENSE ISSUED (CITY) (COUNTY)

DATE OF MARRIAGE (MONTH) (DAY) (YEAR)

Marriages Prior to **July 1st, 1948**, contact the Recorder of Deeds in the county where license was issued.

DIVORCE _____

(Quantity)

Statewide Recording Began July 1, 1948

FULL NAME OF HUSBAND (FIRST) (MIDDLE) (LAST)

FULL NAME OF WIFE (FIRST) (MIDDLE) (MAIDEN)

PREVIOUS **MARRIED** NAME

DECREE ISSUED (CITY) (COUNTY)

DATE DECREE ISSUED (MONTH) (DAY) (YEAR)

Divorce or Dissolution of Marriage Prior to **July 1st, 1948**, contact the Circuit Clerk in the county where decree was granted.

(Type or Print All Items Except Signatures)

Certified Copy - 10.00 for each five year search of the files. Additional copies are **\$10.00** each.

FEE MUST ACCOMPANY APPLICATION

Check or Money Order payable to MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

(If the record is not found, a no record statement will be issued and fees will be retained for search of the files)

If Request is not completely processed, the fee is retained and valid for one year from date received

YOUR SIGNATURE

DAY TIME PHONE

()

ADDRESS (STREET OR P.O. BOX)

(CITY)

(STATE)

(ZIP)

